

~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: 22 May 1952

FROM :

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SUBJECT: Report for Week 15-22 May 1952

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1. At the request of Col. Baird, met with [] of the Office of the DD/I regarding the proposed Presentations Program. [] examined the proposals which had been submitted to us by O/SI and O/RR. A memorandum on this subject has been sent to Col. Baird indicating that the Office of the DD/I desires to re-examine the subject matter, the timing and the audience participation in the proposed Presentations Program.

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2. We are glad to report an invitation from the Department of State to attend a State Intelligence Orientation Course next Monday and Tuesday, 26 and 27 May 1952. Since this conflicts to a large degree with our own Weekly Indoctrination Program, plus the fact that a presentation is scheduled for the SIS next Monday afternoon which will demand much preparation, will be unable to attend the entire State program at this time. The program is repeated once a month.

3. On Thursday, 15 May 1952, this Office had its trial run on recording a very important program put on in the CIA Orientations Room. This was a report by a []. O/SI has been most pleased with this undertaking and will make arrangements to use the tape recording for playback in their own offices to groups who could not attend. For the purpose of having the most up-to-date information available in the Orientation and Briefing Division for our own programs that we may be called upon to give, we were able to make a substantive brief of this program which should be of great assistance to us.

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5. Received clearance from [], Deputy Assistant Director, Security, to send the complete listing to each segment of the Agency regarding the total number of people who have taken any one of the six Agency Orientation Programs put on up to the present time and to seek from each office their estimates on numbers that still need the Course. This will help us in our planning and will also help the offices.

25 YEAR RE-REVIEW

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6. Have already begun to schedule some of the participants for the Orientations Program to be conducted in July. []

[] has agreed to make the presentation which in the past was done by [] who will be unavailable.

7. During the past week we again are pleased to report some invitees at our Weekly Indoctrination Program. [] and two others attended, with [] new employees, making a total of [] in attendance at the program on Monday, 19 May 1952.

Chief, Orientation and Briefing Division

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